



SOLICITATION NUMBER: 72066020R10006

ISSUANCE DATE: March 12, 2020

CLOSING DATE/TIME: April 02, 2020 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for **Two (2) Partner Liaison Security Specialists (PLSS)**,
**Cooperating Country National Personal Service Contractor (CCNPSC - Local
Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contracts as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/ S /

Charles S. "Chuck" Pope
Supervisory Contracting Officer

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U.S. Agency for International
Development
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066020R10006
- 2. ISSUANCE DATE:** March 12, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 02, 2020, at
17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** *Christiane Lemba* at usaidhrkinshasa@usaid.gov
- 5. POSITION TITLE: 2 positions:**
 - i) Supervisory Partner Liaison Security Specialist (S/PLSS)
 - ii) Partner Liaison Security Specialist (PLSS)
- 6. MARKET VALUE:** Equivalent to **FSN-11** for the S/PLSS and to **FSN-10** for the PLSS. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo. Final compensations will be negotiated within the market values.
- 7. PERIOD OF PERFORMANCE:** The periods of performance are five (5) years, estimated to start **August 2020**. The services provided under these contracts are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo (DRC) with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in DRC. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

USAID/Democratic Republic of Congo (DRC) is a large Mission managing three operating units (OUs) – the DRC, the Central African Republic (CAR), and provides oversight of programming in the Republic of Congo (ROC). The Mission is headed by a Mission Director, two Deputy Mission Directors, a Resident Legal Officer, and has thirteen offices: Program, Democracy and Governance, Economic Growth, Peace and Security, Health, Education, Food For Peace, OFDA, CARPE, Financial Management, Acquisition and Assistance and Executive Management. USAID/DRC implemented \$700 million in Fiscal Year 2018 development and humanitarian assistance across the three OUs. The Executive Office is responsible for providing a full range of management and administrative services required to support USAID/DRC as well as programs in CAR and ROC.

For the S/PLSS(FSN-11)

Under the general direction of the Supervisory Executive Officer, the S/PLSS leads the Partner Liaison Security Unit (PLSU). The basic function of the S/PLSS is to provide a high level of safety, security, and operational support to USAID Implementing Partners (IPs) in DRC, CAR, and ROC through proactive engagement. The incumbent will travel to program activity implementation sites throughout DRC, CAR, and ROC.

For the PLSS (FSN-10)

The PLSS is a staff member of the Partner Liaison Security Unit (PLSU) and assists the S/PLSS in providing security support to the USAID Mission staff and Implementing Partners. Safety and security are serious issues in DRC. Serving as a de-facto Deputy for the Senior PLSU Team Lead, the incumbent is responsible for providing a high level of safety, security, and operational support to USAID Implementing Partners (IPs) in DRC, CAR, and ROC through proactive engagement including meetings, site visits, written communications, and SMS texts. This position is based in Kinshasa with frequent travel to program activity implementation sites throughout DRC, CAR, and ROC.

2. *Statement of Duties to be Performed*

For the S/PLSS(FSN-11)

The S/PLSS will monitor critical security information and perform the full range of safety, security, and operational activities responsive to USAID IPs. This includes but is not limited to:

a. Security Assistance, Monitoring and Management (70%)

- Provide security assistance and respond to USAID IP safety and security needs throughout DRC, CAR and ROC.
- Maintains a current database of key personnel (Contractors, USAID Chief of Parties, Deputy Chief of Parties and Security Managers) of USAID partners. This database will include contact information and location of projects sites.
- Regularly reviews IP security plans and collaborates with IP security coordinators on matters related to security, risk, and evacuation plans and advises EXO and USAID senior management on the quality of security and risk management plans.
- Establish and maintain strategic relationships with local, provincial and national host government security agencies and communicate with senior ranking government and non-government Security Officials on concerns and threats toward US and US related entities. Contact include provincial leader, government officials, Police Chief, senior military officer and various senior US officials.
- Develops security protocols and notification systems as they relate to emerging threats and emergencies.
- Develop and manage a SMS notification system to warn IPs in security and emergency situations.
- Develop, maintain, and exercise evacuation plans for USAID personnel.
- Provide oversight of USAID's participation in the Embassy Floor Warden system.
- Draft and distribute security communique's to IPs, USAID staff, and USAID/SEC.

- Establish incident tracking and reporting systems and provide weekly activity reports reflecting IP reported safety and security incidents.
- Provide a weekly activity report containing pertinent information regarding support provided to IPs and any security-related issues or concerns communicated by IPs.
- Serves as a liaison with USAID IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities, as needed.
- Conducts site visits on a quarterly basis with IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities to address any security concerns and obtain security-related information as it pertains to USAID IPs and projects.
- Writes detailed reports based on all site visits. Reports will be submitted within three working days of each visit.
- Produce DRC, CAR and ROC region-specific security reports and analyses on a weekly basis.
- Encourage and assist IPs with the documentation and reporting of security incidents to the Office of Acquisition and Assistance (OAA), as needed, and developing a template for IPs to use for incident reporting.

b. Trainings and Briefings (30%)

- Meet and coordinate with newly arrived IPs to provide security briefings.
- Share, analyze, and disseminate timely and significant security related information/incidents to IPs.
- Liaise with high level officials of DRC Military and Police Force within and outside of Kinshasa.
- Attend/represent USAID PLSU at IP meetings within and outside of Kinshasa.

Provide technical security expertise to IPs based on subject-matter-expert contact information to help ensure the implementation of successful USAID funded programs in high risk environments.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

For PLSS(FSN-10)

Serving as an alter-ego to the S/PLSS, the incumbent will assist with monitoring critical security information and performing the full-range of safety, security, and operational activities responsive to USAID IPs. This includes but is not limited to:

a. Security Assistance, Monitoring and Management (60%)

- Provide security assistance and respond to USAID IP safety and security needs throughout DRC, CAR and ROC.
- Management of a cascade system to ensure all IPs are accounted for during emergency situations.
- Assists the Senior PLSS in developing security protocols and notification systems as they relate to emerging threats and emergencies.

- Manages and exercises a SMS notification system to warn IPs in security and emergency situations.
- Draft and distribute security communiqué's to IPs, USAID staff, and USAID/SEC.
- Draft the weekly activity reports reflecting IP reported safety and security incidents.
- Draft weekly activity report containing pertinent information regarding support provide to IPs and any security-related issues or concerns communicated by IPs.
- Draft DRC, CAR and ROC region-specific security reports and analyses on a weekly basis.
- Regularly updates a database of key personnel (Contractors, USAID Chief of Parties, Deputy Chief of Parties and Security Managers) of USAID partners. This database will include contact information and location of projects sites.
- Together with the S/PLSS, regularly reviews IP security plans and collaborates with IP security coordinators on matters related to security, risk, and evacuation plans and advises EXO and USAID senior management on the quality of security and risk management plans.
- Communicate with senior ranking government and non-government Security Officials on concerns and threats toward US and US related entities. Contacts include local and provincial leaders, government officials, Police Chief, senior military officer and various senior US officials.
- Accompanies the S/PLSS to conduct quarterly site visits with IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities to address any security concerns and obtain security-related information as it pertains to USAID IPs and projects.
- Serves as a liaison with USAID IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities, as needed.
- Maintenance and exercising of evacuation plans for USAID personnel.
- Encourage and assist IPs with the documentation and reporting of security incidents to the Office of Acquisition and Assistance (OAA), as needed, and developing a template for IPs to use for incident reporting.

b. Trainings and Briefings (40%)

- Assess needs and develop training programs/briefings for field operations that respond to an increasingly insecure environment for USAID Staff and IP personnel. Providing environment-specific security briefing to IPs.
- Meet and coordinate with newly arrived IPs to provide security briefings and facilitate IP participation in security training classes.
- Upon coordination with numerous contacts, sharing, analyzing, and disseminating timely and significant security related information/incidents to IPs.
- Research, organize and provide references and guidelines for effective standard operating procedures for USAID employees traveling and operating throughout the region.
- Attend/represent USAID PLSU at IP meetings within and outside of Kinshasa.
- Provide technical security expertise to IPs based on subject-matter-expert contact information to help ensure the implementation of successful USAID funded programs in high risk environments.

- Liaise with high level officials of DRC Military and Police Force within and outside of Kinshasa.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

For the S/PLSS (FSN-11): The S/PLSS will report to the Supervisory Executive Officer.

For the PLSS (FSN-10): The PLSS will serve under the general supervision of the Supervisory Executive Officer and will receive direction from and report to the S/PLSS.

4. Supervisory Controls:

For the S/PLSS (FSN-11): The incumbent will supervise one CCN PLSS.

For the PLSS (FSN-10): This is a non-supervisory position.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

The education, experience and language factors below determine basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position.

A. Education:

Successful completion of a four-year university degree from an accredited institution in International Relations, Law, Security Management, Business, Social Science or Public Administration, is required.

B. Prior Work Experience:

For the S/PLSS (FSN-11)

A minimum of seven years' experience working in international post conflict and/or post disaster programs for development, emergency relief, physical and operational security, humanitarian assistance or reconstruction is required. At least one year of Supervisory experience is required. Demonstrated experience in the development of systems and tools for the monitoring and assessment of security situations using innovative methodologies and best practices. Demonstrated ability to work effectively and efficiently with a broad client base and host country

counterparts on safety and security related issues is required. Substantial prior experience as a trainer. Experience traveling and working in remote, rugged terrain is required.

For the PLSS (FSN-10)

A minimum of five years' experience working in international post conflict and/or post disaster programs for development, emergency relief, physical and operational security, humanitarian assistance or reconstruction is required. Demonstrated experience in the development of systems and tools for the monitoring and assessment of security situations using innovative methodologies and best practices. Demonstrated ability to work effectively and efficiently with a broad client base and host country counterparts on safety and security related issues is required. Substantial prior experience as a trainer. Experience traveling and working in remote, rugged terrain is required.

C. Language Proficiency

English Level IV and French Level IV. At least one local language.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top ranking candidate, after conducting and receiving the positive reference checks.

Quality Ranking Factors (QRFs):

Job Knowledge (40 points)

Must demonstrate knowledge of safety and security operations planning and management. Knowledge of safety and security protocols in high risk environments is essential. Specialist knowledge of the political situation and security risks particular to DRC is essential. Knowledge of Geographic Information Systems (GIS), Vehicle Anti-Terrorism, and Security Driving. Specialized expertise in supporting safety and security operations of a USG agency, bilateral organization, international non-governmental organization, or private company. Knowledge of generic safety and security protocols in high risk environments. Knowledge of the political situation and security risks particular to DRC. Understanding of humanitarian principles, codes

of conduct, and NGO field operations contexts. Understanding of basic fundamentals and principles of community development.

Skills and Abilities (30 points)

The incumbent must demonstrate communications skills with the ability to work independently and with minimal supervision. Ability to analyze and evaluate safety and security matters in a complex development and humanitarian context. Strong ability to build networks with a diverse set of external groups, including other USG agencies, international organizations, international organizations, NGO's, DRC Government officials, the host population, and other entities. Ability to work effectively in a team environment and make sound decisions in high-stress and crisis situations. Skilled in effectively collecting, synthesizing, and presenting information from diverse sources, both in written and verbal form. Excellent training skills and with the ability to develop, implement, facilitate training for adult learners. Ability to manage sensitive information in a professional manner. Ability to identify future safety and security trends which may affect IP operations and proactively address them. Proficiency in Microsoft suite of products specifically Word, Excel and PowerPoint.

Prior Work Experience: (30 points)

For the S/PLSS (FSN-11)

A minimum of seven years' experience working in international post conflict and/or post disaster programs for development, emergency relief, physical and operational security, humanitarian assistance or reconstruction is required. At least one year of Supervisory experience is required. Demonstrated experience in the development of systems and tools for the monitoring and assessment of security situations using innovative methodologies and best practices. Demonstrated ability to work effectively and efficiently with a broad client base and host country counterparts on safety and security related issues is required. Substantial prior experience as a trainer. Experience traveling and working in remote, rugged terrain is required.

For the PLSS (FSN-10)

A minimum of five years' experience working in international post conflict and/or post disaster programs for development, emergency relief, physical and operational security, humanitarian assistance or reconstruction is required. Demonstrated experience in the development of systems and tools for the monitoring and assessment of security situations using innovative methodologies and best practices. Demonstrated ability to work effectively and efficiently with a broad client base and host country counterparts on safety and security related issues is required. Substantial prior experience as a trainer. Experience traveling and working in remote, rugged terrain is required.

Rating System

1. Knowledge: 40 points
2. Skills and Abilities: 30 points
3. Prior Work Experience: 30 points

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/>
2. Offers should also include a supplemental document of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge, Skills and Abilities and Prior Work Experience).
3. Offers must be received by **April 02, 2020 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted ONLY via usaidhrkinshasa@usaid.gov and the email subject line must say :**72066020R00006. Supervisory Partner Liaison Security Specialist** or **Partner Liaison Security Specialist**
6. Offerors applying for both positions must submit two separate Offers.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:** 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. **ALLOWANCES** (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEM

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: 660-MOD-OEFSNDROC	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION